



Position Description

The City of Chicago is an Equal Opportunity Employer

City of Chicago
Office of Budget and Management

Office of the Budget Director

**RECOVERY TEAM PROGRAM MANAGER -
TEMPORARY EXEMPT POSITION**

CITY DESCRIPTION

With a workforce of over 30,000 people and opportunities in more than 1,400 different job titles and categories, the City of Chicago is the third largest city in the United States. Chicago has one of the world's largest and most diverse and balanced economies (with no single industry employing more than 14% of the workforce). As an employer, the City of Chicago operates through the guiding principles of effective government, competitive delivery of high-quality services, and open government to the public. Through these principles, we strive to efficiently deliver services that address head-on the unique challenges facing our city, and to make Chicago the preferred employer of choice for its residents.

THE CITY OF CHICAGO LEADERSHIP

On May 20, 2019, Lori E. Lightfoot became the 56th Mayor of the City of Chicago. Her campaign's call for an ethical and responsive government and opportunities for all Chicagoans resonated in every ward of the city. Mayor Lightfoot carries the watchwords of her campaign into office:

Equity * Diversity & Inclusion * Transparency * Accountability * Transformation

The Mayor's Office is the central authority for providing the City of Chicago with good governance and equal opportunities for all its citizens.

DEPARTMENT OVERVIEW

The Office of Budget and Management ("OBM") is responsible for the preparation, execution and management of the City's annual operating budget and Capital Improvement Program ("CIP"). OBM manages City requests for local, state and federal funds for budgetary and program impacts. OBM coordinates the allocation of funds and monitors expenditures related to the Community Development Block Grant ("CDBG") funds and other state and federal grants.

POSITION OVERVIEW

In response to the negative impacts of the Coronavirus disease 2019 ("COVID-19"), Congress appropriated \$350 billion to the State and Local Fiscal Recovery Fund under the American Rescue Plan Act of 2021 ("ARP"). The City of Chicago was allocated \$1.887 billion from the Local Fiscal Recovery Fund ("LFRF") for expenditures incurred (subject to ARP criteria) beginning March 2021 thru December 2024.

Through an extensive process of community engagement, consultation and analysis, the City developed an integrated plan designed to drive transformational change. This plan invests in two key areas: (i) significant investments in the well-being of people and communities to allow them to thrive and collectively improve community safety and (ii) strategic investments to create an equitable economic recovery for Chicago's neighborhoods and the communities hardest hit by the pandemic.

In order to catalyze and accelerate the impact that these core investments will have, the City has proposed to issue a general obligation bond to fund further initiatives. The City's plan also includes investments in ongoing essential City services to sustain Chicago's operations and pandemic response in the face of severe COVID-19-induced revenue declines.

The ARP LFRF funding, amplified by the issuance of a general obligation bond, presents a once-in-a-lifetime opportunity for an equity-based investment strategy to catalyze a balanced economic recovery and long-term growth

The Chicago Recovery Plan includes both the ARP and Economic Development Bond funded programs. The **Recovery Program Manager** will be responsible for working with the Recovery Director in ensuring that the Chicago Recovery Plan's critical programs and reporting requirements are not only successfully executed in a timely manner, but also ensure funds are distributed equitably to the communities with the highest need. Under direction, the position oversees the compliance and reporting within the Chicago Recovery Plan team..

The Office of Budget and Management is looking for a Project Manager to oversee the compliance and reporting for American Rescue Plan funds. Key skills and experience for the ideal candidate include the following:

- Experience administering/managing grants and/or audits
- Strong project management experience
- Demonstrated problem solving abilities
- Strength in facilitating collaboration and communication between and among various internal and external stakeholders
- Excellent organizational skills
- Ability to coordinate and interpret data from multiple sources to create both internal and external reports to communicate compliance and project outcomes

ESSENTIAL DUTIES

- Under guidance oversees one or more areas within the Recovery Team such as budgeting and performance monitoring
- Serves as a member of or a liaison to the Mayor's Office Project Management Office, responsible for assisting with the implementation of strategic planning, operations, communications, compliance, procurement, performance measurement and reporting guidance related to projects funded by the American Rescue Plan and other local and federal funding sources
- Manages multiple aspects of assigned areas to ensure goals and timelines are met
- Oversees the related administrative functions such as budget, project metrics, schedule, and milestones.
- Serves as expert advisor in specific areas such as performance management, training, process improvement, or fiscal management
- Provides support in terms of project plan design, steps, and monitoring
- Compiles and analyzes data and information and drafts recommendations for executive leadership and stakeholders
- Prepares project status, recommendations, and ad hoc reports for executive leadership and stakeholders
- Performs other related duties and fulfills additional responsibilities as required

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree in general management, business/public administration, or related field, plus two (2) years of experience working in project management, or an equivalent combination of education, training, and experience.

PREFERENCES

Working knowledge of:

- applicable City departments and departmental services, programs, and resources
- program planning and administration
- project management principles

Advanced knowledge of:

- applicable computer software packages
- budget preparation and planning
- management and supervisory methods, practices, and procedures
- research methods
- writing and formatting styles and methods used in applicable publications
- Knowledge of applicable City and department policies, procedures, rules, and regulations

SELECTION PROCESS

This is an appointed position, exempt from the Shakman decrees.

All employees of the City of Chicago must be actual residents of the City as outlined in 2-152- 050 of the City of Chicago Municipal Code. Proof of residency will be required.

To apply, please submit a cover letter and resume to Carrienne.Carallis@cityofchicago.org no later than February 24, 2022.

If you would like to request a reasonable accommodation due to disability or pregnancy, in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at (312) 744-4976 (voice) or (312) 744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

COMPENSATION AND BENEFITS

SALARY – \$95,000 – \$105,000

NOTE: THIS IS A TEMPORARY EXEMPT POSITION

The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

The selected candidate will receive a competitive annual salary commensurate to his/her experience and qualifications, as well as a program of benefits that allows employees to choose the benefits that meet their specific needs.

The City of Chicago is an equal opportunity employer and we value inclusion, diversity equity and accessibility at our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

City of Chicago
Lori Lightfoot, Mayor

Department of Human Resources
Christopher Owen, Commissioner